ATTACHMENT B:
CONTENTS OF THE
STORMWATER
POLLUTION PREVENTION PLAN

RSG - Sand and Gravel Stormwater General Permit

Table of Contents

I. Stormwater Pollution Prevention Plan

The following outline provides the key elements of an acceptable Stormwater Pollution Prevention Plan (SPPP). The purpose of the SPPP is to meet the following objectives:

A. To identify potential sources of pollution and source materials onsite which may reasonably be expected to affect the quality of stormwater discharges associated with industrial activity;

B. To describe and ensure that practices are implemented to eliminate and/or reduce pollutants from source materials in stormwater discharges associated with industrial activity; and

C. To ensure compliance with the terms and conditions of this permit.

II. Stormwater Pollution Prevention Team

The permittee shall form and identify a Stormwater Pollution Prevention Team in the SPPP. The SPPP shall name a specific individual or individuals within the facility organization who are members of the team. The permittee shall form and maintain a SPPP team, which is responsible for developing, implementing and maintaining the SPPP in accordance with the permit using good engineering practices. The plan shall clearly identify the responsibilities of each team member. The activities and responsibilities of the team shall address all aspects of the facility's SPPP which are provided below.

III. Description of Existing Environmental Management Plans

The SPPP team shall evaluate the facility's existing environmental management plans and programs for consistency with this permit and determine which provisions, if any, from these other plans can be incorporated by reference into the SPPP.

Examples of plans which may be referred to when applicable to the site include: Discharge Prevention Containment and Countermeasure (DPCC), Discharge Cleanup and Removal (DCR), Preparedness Prevention and Contingency Plan (PPCP, 40 CFR Parts 264 and 265), the Spill Prevention Control and Countermeasures (SPCC) requirements (40 CFR Part 112), the National Pollutant Discharge Elimination System Toxic Organic Management Plan (NPDES TOMP, 40 CFR Parts 413, 433, and 469), and the Mining Safety and Health Administration (MSHA) Federal Mine Safety and Health Act of 1977. A copy of any plans referred to in the SPPP should be kept on-site with the SPPP.

IV. Site Assessment

The Site Assessment shall describe the physical facility and the potential pollutant sources (materials, activities and areas) which may be reasonably expected to affect the quality of stormwater discharges. The key elements of the site assessment shall include, at a minimum, the following requirements:

A. Inventory Requirements

Each facility must develop and update annually, as appropriate, an inventory which includes, at a minimum, the following: list of the general categories of source materials that have been used, loaded/unloaded, stored, treated, spilled, leaked and/or disposed onsite in a manner to allow exposure to stormwater.

B. Drainage Control Requirements

1. A Drainage Control Plan is a series of controls that the facility establishes that ensures that all stormwater remains onsite. The DCP contains both a written narrative and a Drainage Control map.
2. Drainage Control shall be established at a minimum within 6 months of EDPA for all areas.
3. The Drainage Control Plan shall have been incorporated into the facility's SPPP.
4. DCP shall be revised and updated whenever necessary to reflect the current conditions at the facility.
5. The contents of the Drainage Control Map shall include:

    a. Unless otherwise specified by the Department, the Drainage Control Map shall be an 1" = 400' scale, which is legible and clearly depicts the following information where applicable:

        i. Site boundary of facility;

        ii. A title block containing tax block and lot number;

        iii. North directional arrow;

        iv. Date prepared and subsequent revisions;

        v. Final grading of drainage areas, including flow arrows showing drainage;

        vi. Location of flow diversion structures;

        vii. Location of ground water discharge structures;

        viii. Areas of industrial activity (e.g. maintenance, fueling, equipment storage);

ix. Access roads;

x. Existing buildings and other structures;

xi. Employee and customer parking; and

xii. Certification of DCP shall be from a Responsible Corporate Officer or Duly Authorized Representative as defined in N.J.A.C. 7:14A-4.9, or by a Professional Engineer's certification.

C. Narrative Description of Existing Conditions

The SPPP shall include a narrative description concerning the existing management of all source materials at the facility which are handled, treated, stored, disposed, or which otherwise exist in a manner allowing contact with stormwater. The narrative description shall address the following where appropriate:

1. Description of type of industrial activities and/or areas (e.g., fueling, material handling, manufacturing or processing areas) at the site;

2. The actual or potential pollutant categories associated with each industrial area and/or activity where source materials are likely to be exposed to stormwater including, but not limited to: fueling stations, loading/unloading areas, maintenance shops, areas where spills and/or leaks of source materials frequently occur, equipment or vehicle cleaning areas, outdoor storage areas, outdoor manufacturing or processing areas, onsite waste disposal areas, above ground liquid storage tanks, outside storage of raw materials, by-products, or finished products, (e.g., fueling area - diesel fuels, gasoline, petroleum hydrocarbons); and

3. A description of existing management practices employed to : a) eliminate contact of source materials with stormwater; b) minimize or reduce pollutants from source materials through structural or non-structural measures; c) divert stormwater to specific areas on-site, including diversion areas; and e) prevent any discharges of stormwater, domestic wastewater, non-contact cooling water, or process wastewater to surface water.

V. Best Management Practices (BMP) Selection and Plan Design

The permittee shall evaluate the information from the site assessment phase of this plan to identify potential and existing sources of stormwater contaminated by source material. The evaluation and selection of the BMP's addressing each area, and/or activity where source materials are exposed to stormwater discharging to ground water, shall be documented in the SPPP and shall include at a minimum the following:

A. Removal, Cover or Control of Industrial Activities (including storage of de-icing materials)

1. Except as specified and required in Part IV, Section B.1.h.ii. of the permit, if applicable, for certain specific exposures of source materials, all other source materials shall be moved indoors, covered, used, handled, and/or stored in a manner so as to prevent contact with stormwater that is discharged to ground water. Each BMP that prevents such contact shall be identified and discussed in the SPPP.

2. Salt shall only be stored on-site in a manner consistent with one of the following:

   a. The NJDEP De-Icing Storage Material Storage Requirements and Policy: accessible online at http://www.nj.gov/dep/dwq/pdf/deicing_policy.pdf.

   b. The Salt Institute's proper salt storage guidelines: accessible online at http://www.saltinstitute.org/Uses-benefits/Winter-road-safety/Salt-storage.

   In addition, the surrounding area shall be maintained to minimize or prevent the salt and other de-icing materials from coming in contact with the ground, being exposed to storm water, and entering into the waters of the State (see Good Housekeeping in Attachment A of this permit).

B. Spill Prevention and Response

1. The permittee shall develop and implement a Spill Prevention Plan.

2. Areas where actual or potential spills of source materials can occur and are exposed to stormwater discharges shall be identified clearly in the SPPP (the accompanying drainage points shall also be identified). Specific material handling procedures, storage requirements and use of equipment such as diversion valves shall be developed and practiced to prevent and/or eliminate spills and/or leaks of source materials from being exposed to stormwater. A valid SPCC or DPCC shall satisfy this requirement provided the plan includes spill prevention/cleanup for all site chemicals, wastewater and raw materials.

3. At a minimum, the Plan required under B.1. above shall include the following:

    a. Spill Response Coordinator;

    b. Procedures for preventing and/or cleaning up spills;

    c. List of available spill cleanup materials, including brooms, shovels, absorbents, heavy equipment, containers, etc. (The list should include normal level of inventory that will be kept onsite);

    d. Description of employee training, including:

        i. Location of spill cleanup materials, containers and equipment;

        ii. Procedures for preventing and/or cleaning up spills;

        iii. Company Spill Response Coordinator (the coordinator can be listed by Title, such as, Plant Manager);

        iv. List of emergency phone numbers.

    e. Description of routine inspections for spills, leaks, damage to containment and spill structures. Inspections should be done at least weekly; and

    f. Routine inventory of spill cleanup materials and equipment.

C. Good Housekeeping

The SPPP must include a good housekeeping program to help maintain a clean and orderly work place. For certain activities or areas, the discharge of stormwater exposed to source materials may be prevented merely by using good housekeeping methods. The following are some simple procedures that a facility can consider incorporating into an effective good housekeeping program:

1. Conduct cleanup immediately after discovery of leaks and spills;

2. Implement careful material storage practices;

3. Improve operation and maintenance of industrial machinery and processes;

4. Maintain up-to-date material inventory;

5. Maintain well organized work areas;

6. Provide regular pickup and disposal of waste materials;

7. Maintain dry and clean floors and ground surfaces by using brooms, shovels, vacuum cleaners, or cleaning machines; and

8. Train employees about good housekeeping practices.

D. Site Stabilization and Dust Control

The SPPP shall include standards for site stabilization and dust control designed to prevent transport of particulate and sediment from areas devoid of vegetation and to prevent downstream soil erosion caused by routine operations and uncontrolled stormwater runoff. At a minimum, the standards shall meet the technical standards found in *the Standards for Soil and Erosion and Sediment Control in New Jersey* and shall include:

1. Traffic control to prevent or minimize disturbance of unstabilized areas and to prevent disturbance of vegetative covers and/or other dust control mechanisms;

2. Entrance/exit stabilization to prevent or minimize transport of sediment and dust outside the site property line; and

3. Dust control to prevent or minimize movement of dust and sediment from exposed oil areas;

E. Preventative Maintenance

The SPPP shall include a Preventative Maintenance Program to include timely and regular inspections and maintenance of stormwater management devices (e.g., cleaning oil/water separators, catch basins, drip pans, detention basins, and routine inspections of facility equipment and operations to detect faulty equipment. Equipment (such as tanks, piping, containers, and drums) should be checked regularly for signs of deterioration.

F. Inspections and Evaluation Process

1. Regular Inspections

   The SPPP shall require regular inspections of the facility's equipment, exposed source materials and industrial areas to provide that all elements of the SPPP are in place and working properly. Inspections shall be conducted by qualified, trained plant personnel. Records of these inspections shall be kept onsite with the SPPP. These inspection records shall consist of the following, at a minimum: date of inspection; location of and problem(s) identified; steps taken to correct problem(s) and prevent recurrence; and inspector's names and title. In addition these inspection records shall record any incidents such as leaks or accidental discharges, and any failures or breakdowns of structural BMPs.

2. Annual Inspections

   The SPPP shall also require an annual inspection and shall include an annual report of the entire facility in accordance with Part IV, Section G. of this permit.

3. Evaluation Process

   The SPPP shall include a system to routinely and continually evaluate the SPPP for effectiveness, any flaws that may have developed, and maintenance that may be required. The routine evaluation must include, but not be limited to, regular and annual inspections, inspection logs and records, internal reporting, plan revisions to correct any flaws detected in the SPPP or to reflect changes/additions at the facility, and logs of preventative maintenance performed at the facility. In addition, the Annual Reports and Certifications required under Part IV, Section G. are integral to the evaluation process.

VI. Implementation Schedule

A. The SPPP shall include an implementation schedule for all structural and non-structural BMP's including a schedule(s) for removal, coverage, minimization of exposure of source material to stormwater, and/or stormwater diversion or treatment. The schedule shall meet the deadlines established in the permit in accordance with Part IV, Section H. of the permit.

B. Upon completion of the initial SPPP, those BMP's (e.g., spill response, good housekeeping) that may readily be implemented shall be done so within 30 days, if not already practiced.

VII. General Plan Requirements

This section provides additional requirements on the administrative requirements related to finalizing your SPPP. It covers (1) required signatures, (2) requirements for plan location and access, and (3) required certifications.

A. Required Signatures for SPPP and Certification Form

The SPPP and Certification form shall be signed by a responsible officer as defined in N.J.A.C. 7:14A-4.9 and submitted to the Department at the address listed on the Certification form.

B. Plan Location and Public Access

1. The SPPP and inspection and preventative maintenance records or logs shall be maintained on site at all times. These documents must be made available, upon request, to a representative of the Department.
2. The SPPP shall be made available to the public upon request. The facility may claim any portion of the SPPP as confidential in accordance with the provisions set forth in N.J.A.C. 7:14A-18.2.

C. Certification of Stormwater Pollution Prevention Plan

The Certification Form shall be signed verifying that the SPPP has been prepared and implemented in accordance to Part IV, Section H. of this permit. The Certification form is to then to be submitted in accordance to Part IV, Section G. of this permit. This verification on the Certification form reflects that all activities on-site and any changes to the facility's operations have been incorporated into the facility's SPPP.